

May 8, 2025

Dear Parents and Guardians:

As we continue our school planning for the upcoming school year, we are in the process of examining our class placements and grade configurations for our students.

- **We kindly remind parents and guardians who have not yet submitted their child's registration for the upcoming year to do so without delay. This is a crucial step in our class placement process, ensuring we can accurately plan for the new school year. If your child will not be returning to Albert Lacombe Catholic Elementary School, please contact the school as soon as possible.**
- If your child has been accepted into the Cogito program or will be part of the regular Kindergarten to Grade 3 program next year, there is no need to reply, as there is one homeroom class at each level.
- For parents and guardians with children currently registered in grade 6, please forward any class requests as well as we assist VJM with class placements.

Placing students into homeroom classes is a complex and collaborative process involving our faculty and administration examining multiple factors on many separate occasions. Much care and thought are given to placing students into their homerooms, so we ask that students and parents give their placements at least three weeks before requesting homeroom changes with the administration in the fall. The following are taken into consideration when assigning students to particular classes:

- Teacher recommendations for optimal teaching and learning to occur
- Progress Reports
- Work habits (i.e. independence/work skills, self-starter, problem-solving abilities)
- Male/Female ratios
- Profile of each classroom
- Class Size
- Peer to peer interactions

We ask that a letter or email (amenduk@gsacrd.ab.ca) be submitted by **Wednesday, May 21, 2025**, outlining the educational reasons for the request, but requests that name a particular teacher will not be considered. **Only written submissions will be accepted (letter or email).**



WHAT STARTS HERE CHANGES THE WORLD

All requests received will be replied a confirming email. Please contact the school if you do not receive the email confirmation within 24 hours. Although we will do our best to accommodate parent requests, it is not guaranteed that all requests can be honoured.

We thank you for your input at this time.

Yours in education,



Mr. Allan Menduk, M.Ed., SLQS
Principal
Albert Lacombe Catholic Elementary School

